

The fourth meeting of the Steering Committee was held at 1030 hours, 9 March 1956. In attendance were the following:

Mr. Kirkpatrick

Mr. Amory

Mr. Helms

Colonel White

The attached outline entitled "Steering Committee Discussion" was presented by Colonel White which outlined planning responsibilities and methods to establish firm data for effective planning. The basic principles indicated in this paper were discussed at length in an effort to establish a greater understanding of the procedures to be followed in accomplishing the planning for the new building.

The meeting adjourned at 1130 hours.

HBC:mec (14 March 1956)

STEERING COMMITTEE DISCUSSION

I. PLANNING RESPONSIBILITIES

- (a) STEERING COMMITTEE to provide Agency policy, guidance and general direction for the planning of the new building; to review reports and recommendations regarding the planning, design and other matters requiring policy determination and recommend appropriate action to the Director.
- (b) BUILDING PLANNING STAFF to provide centralized Agency control and guidance by qualified architects, engineers, space analysts, communications, security and management officers to insure that requirements of every organizational element in the Agency conform to technical architectural and engineering principles and standards as well as principles of economy, security and sound management; to provide operational liaison, on all matters pertaining to the new building, with the Architect-Engineer, Construction Agent, private and public organizations, except where otherwise authorized or directed by DD/S or the Director.
- (c) LIAISON OFFICERS for each major component to supervise, direct and coordinate the development of requirements for all types of space by the individual organizational elements within the respective area of their jurisdiction in order to insure that information required by the Building Planning Staff is developed and submitted in accordance with guidance provided by that Staff.

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(d) We plan to develop this information by establishing the amount of space necessary to accommodate the furniture and equipment required by an employee to enable him to perform his function satisfactorily. (Components of DD/I and DD/S are obtaining this required information by use of a standard form provided by the Building Planning Staff. It has been agreed that a large portion of the DD/P space needs will be established as multiples of an area division branch which has been represented as typical. It is assumed that the remaining space needs for DD/P will be determined by the same method used by other components of the Agency.) We cannot hope to start with a fixed allocation of space per person nor can we expect to divide all office space between the three major components on a proportionate share basis.

(e) Request detail information for all special equipment such as printing, labs, etc., and all other non-office type space utilization.

(f) Flexibility. (Use of movable partitions)

Every endeavor will be made to plan for the maximum flexibility and therefore operational requirements should be the sole basis on which partition needs are established. It is necessary to determine the type and extent of all partitions in order that a cost estimate can be prepared.

(g) Special Facilities or Building features. (floor ducts, pneumatic tubes, etc.)

Operational requirements again should be basis for establishing needs. Cost estimates can then be prepared to permit

Selection.